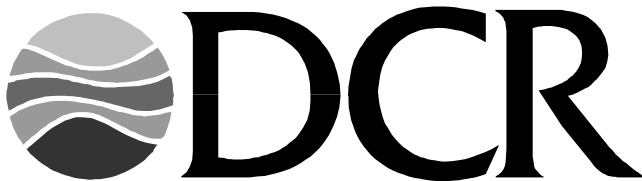

COMMONWEALTH of VIRGINIA

**Application For Erosion & Sediment Control
Certification and Re-Certification**

2003

Division of Soil and Water Conservation
203 Governor Street, Suite 206
Richmond, VA 23219-2094
Phone (804) 371-7533



Department of Conservation & Recreation

CONSERVING VIRGINIA'S NATURAL AND RECREATIONAL RESOURCES

FOREWORD

This document contains the guidance for obtaining Virginia Soil and Water Conservation Board (Board) certification as an Erosion and Sediment Control Program Administrator, Inspector, Plan Reviewer, and Combined Administrator. For more specific information regarding the certification program, see 4VAC50-50 Virginia Erosion and Sediment Control Certification Regulations. This guidance provides general information, entry requirements and fees, standards of practice, and application materials for certification or re-certification in the Commonwealth.

This certification program was designed for anyone involved in any phase of erosion and sediment control work. Areas covered include information on soils, the erosion process, sedimentation process, standards and specifications for vegetative and structural erosion control practices, laws, regulations, construction inspection and field investigation requirements.

The Department of Conservation and Recreation's (Department) Division of Soil and Water Conservation is responsible for administering the certification program on behalf of the Board.

The principal objectives of the certification program are:

- To encourage a higher standard of performance of duties.
- To promote updated education and training in erosion and sediment control management.
- To promote employer and public awareness of these skills to help them to identify capable program administrators and inspectors.
- To establish a consistent code of competence among Program Administrators, Inspectors, and Plan Reviewers.

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DEFINITIONS

The following words and terms when used in this document shall have the following meaning, unless the context clearly indicates otherwise.

"*Act*" means the Virginia Erosion and Sediment Control Law, Article 4 (' 10.1-560 et seq.) of Chapter 5 of Title 10.1 of the Code of Virginia.

"*Applicant*" means any person submitting a request to be considered for certification.

"*Board*" means the Virginia Soil and Water Conservation Board.

"*Certification*" means the process whereby the Board, on behalf of the Commonwealth, issues a certificate to persons who have completed training programs or in other ways demonstrated adequate knowledge in the specified subject areas.

"*Certified Inspector*" means an employee or agent of a program authority who: (i) holds a certificate of competence from the Board in the area of project inspection; or (ii) is enrolled in the Board's training program for project inspection and successfully completes such program within one year after enrollment.

"*Certified Plan Reviewer*" means an employee or agent of a program authority who (i) holds a certificate of competence from the Board in the area of plan review; or (ii) is enrolled in the Board's training program for plan review and successfully completes such program within one year after enrollment; or (iii) is licensed as a professional engineer, architect, certified landscape architect or land surveyor pursuant to Article 1 (' 54.1-400 et seq.) of Chapter 4 Title 54.1 of the Code of Virginia.

"*Certified Program Administrator*" means an employee or agent of a program authority who; (i) holds a certificate of competence from the Board in the area of program administration; or (ii) is enrolled in the Board's training program for program administration and successfully completes such program within one year after enrollment.

"*Certified Combined Administrator*" means an employee or agent of a program authority who; (i) holds a certificate of competence from the Board in the combined areas of Program Administration, Plan Review, and Project Inspection; or, (ii) is enrolled in the Board's training program for program administration, plan review, and project inspection and successfully completes such program within one year after enrollment.

"*Department*" means the Department of Conservation and Recreation.

"*Erosion and Sediment Control Plan*," "*Conservation Plan*" or "*Plan*," means a document containing material for the conservation of soil and water resources of a unit or group of units of land. It may include appropriate maps, an appropriate soil and water plan inventory and management information with needed interpretations, and a record of all decisions contributing to conservation treatment. The plan shall contain all major conservation decisions and all information deemed necessary by the plan-approving authority to assure that the entire unit or units of land will be so treated to achieve the conservation objective.

"*Inspector*" means anyone who, as a representative of a program authority, is responsible for periodically examining the erosion and sediment control activities and premises of a land disturbing activity for consistency with the Virginia Erosion and Sediment Control Law and Regulations.

"*Plan Reviewer*" means anyone who is responsible for determining the adequacy of erosion and sediment control plans and supporting documents for approval by a program authority.

"*Program Administrator*" means the person or persons responsible for administering and enforcing the erosion and sediment control program of a program authority.

"*Program Authority*" means a soil and water conservation district, county, city, or town that has adopted an erosion and sediment control program that has been approved by the Board.

"*State Erosion and Sediment Control Program* or "*State Program*" means the program administered by the Board through the Director of the Department of Conservation and Recreation pursuant to the Virginia Erosion and Sediment Control Law and Regulations.

SECTION ONE GENERAL INFORMATION

1. An application for certification (Appendix 2) or re-certification (Appendix 3) must be fully completed and submitted with the appropriate fees attached (check or money order **made payable to the Treasurer of Virginia**) by the applicant seeking certification. Incomplete applications will be returned to the applicant.
2. Any person employed as a Plan Reviewer who is licensed as a professional engineer, architect, certified landscape architect or land surveyor, pursuant to Article (' 54.1-400 et seq.) of Chapter 4 of Title 54.1 shall qualify as a Certified Plan Reviewer and will not require a certificate of competence from the board.
3. All correspondence should be directed to:

Department of Conservation and Recreation
Division of Soil and Water Conservation
Erosion & Sediment Control Certification Program
203 Governor Street, Suite 206
Richmond, Virginia 23219-2094

4. Certificates of Competence:

The following certification types will be issued certificates of competence by the Board:

Erosion and Sediment Control Program Administrator

Any person who is responsible for administering and enforcing a local erosion and sediment control program as it relates to the erosion and sediment control laws and regulations. This person is most likely to have supervisory responsibility.

Erosion and Sediment Control Inspector

Any person who is in a position to determine if proper soil and sediment control measures have been implemented in accordance with an approved plan on a land-disturbing activity.

Erosion and Sediment Control Plan Reviewer

Any person who is in a position to determine if an erosion and sediment control plan is adequate to meet the minimum criteria as set forth in the State Law and Regulations, along with any more stringent criteria which may have been adopted by the program authority.

Erosion and Sediment Control Combined Administrator

Any person who is in a position to perform all the duties of a Program Administrator, Plan Reviewer, and Inspector.

SECTION TWO ELIGIBILITY REQUIREMENTS

Applicants shall be subject to the following conditions for certification:

- A. Certification may be obtained by satisfactorily completing and submitting an application to the Department for review and approval and:
 - 1. By obtaining a total of six months of experience (880 hours as a Plan Reviewer, Inspector, or Combined duties) and obtaining a passing score on the certification examination administered by the Department; or,
 - 2. By enrolling in and completing a Board approved training program in the areas of Program Administrator, Plan Reviewer, Inspector, or Combined Administrator within twelve months of the time of enrollment and obtaining a passing score on the certification examination.
 - a. The training programs for Inspectors will consist of attending and completing courses in *Basic Erosion and Sediment Control in Virginia* and *Erosion and Sediment Control for Inspectors*.
 - b. The training for Plan Reviewers will consist of attending and completing courses/seminars in *Basic Erosion and Sediment Control in Virginia* and *Erosion and Sediment Control for Plan Reviewers*.
 - c. The training program for Program Administrators will consist of attending the seminar *Basic Erosion and Sediment Control in Virginia*.
 - d. The training program for Combined Administrators will consist of attending the courses/seminars in *Erosion and Sediment Control for Inspectors*, *Erosion and Sediment Control for Plan Reviewer*, and *Basic Erosion and Sediment Control in Virginia*.
- B. Certification shall be valid for three years and will expire on the last day of the expiration month.

- C. Re-certification may be obtained prior to the expiration of a certification by:
1. Obtaining a passing score on the certification examination; or,
 2. Successfully completing a Board approved training program.

Note: Application for re-certification will be the responsibility of the applicant.

A re-certification application must be received at least 60 days prior to certification expiration.

SECTION THREE APPLICATION

- A. Any person seeking certification through a combination of work experience and examination or by the combination of completion of the training program and examination shall submit a completed application with the appropriate fee(s) attached at least 60 days prior to the examination. The application shall contain the following:
1. The applicant's name, address, daytime phone number, social security number, name and address of business as well as the date the application was filled out.
 2. The type of certification applied for and whether applying for initial certification or re-certification.
 3. Any special arrangements that need to be provided for because of a disability.
 4. A verification of all work experience and training, signed and dated by applicant's employer.
 5. A signed and notarized affidavit confirming that all statements in the application are believed to be true.

Incomplete applications will be returned to the applicant. All applications **must** be received in the appropriate Department office or by mail post marked **at least 60 days prior** to the scheduled examination date in order to be able to sit for the examination.

- B. All applications will be reviewed by the Department to determine eligibility for certification. All applicants will be notified of the results of the review within 30 days of receipt of the application. Any applicant may appeal the review, in writing, to the Board within 30 days of the Department's determination. No applicant will be approved for certification unless all the requirements are satisfied.
- C. Applicants who have been found ineligible to sit for an examination may request further consideration by submitting a letter to the Board with the necessary evidence of additional considerations. No additional fee will be required, provided that all requirements for certification are met within one year from the date of the original application.

SECTION FOUR EXAMINATION

A Board approved examination shall be administered at least twice a year.

- A. An individual may take the certification examination for the desired certificate of competence after fulfilling the prerequisite experience requirement or have completed the Board approved training program in accordance with Section Two, "Eligibility Requirements."
- B. An individual who is unable to take an examination at the time scheduled shall notify the Department 48 hours prior to the date of the examination; such an individual shall be rescheduled for the next examination. Failure to notify the Department may require the individual to submit a new application and payment of fees.
- C. An applicant who fails an examination will be allowed to pay the appropriate fee and retake the appropriate exam within one year without resubmitting an application. After the one year period has elapsed, an applicant will be required to submit a new application with the appropriate fee in order to take the examination. Application for examination **must** be received **at least 60** days prior to the scheduled examination by the Department to be eligible to sit for the examination.
- D. A passing score of 70% will be required on the appropriate certification exam.
- E. All applicants will be notified in writing within 60 days of the results of the examination.

SECTION FIVE
FEEES

- A. The application fee for each type of certification or re-certification exam is:
- E&S Control Inspector Certification/Re-certification fee \$75.00
 - E&S Control Program Administrator Certification/Re-certification \$75.00
 - E&S Control for Plan Reviewers Certification/Re-certification \$75.00
 - E&S Control for Combined Administrators Certification/Re-certification \$100.00
- B. Fees are non-refundable and will not be pro-rated.

SECTION SIX
DISCIPLINE OF CERTIFIED PERSONNEL

If the Board, in an informal fact finding inquiry under '9-6.14:11 of the Code of Virginia, finds that any of the following circumstances apply, it may suspend, revoke, or refuse to grant or renew the certification of any person:

1. The certification was obtained or renewed through fraud or misrepresentation;
2. The certified person has violated or cooperated with others in violating any provision of these regulations;
3. The certified person has not demonstrated reasonable care, judgement, or application of his/her knowledge and ability in the performance of his/her duties; or
4. The certified person has made any material misrepresentation in the course of performing his/her duties.

APPENDIX 1

INSTRUCTIONS FOR COMPLETING APPLICATIONS

1. You should have an understanding of the requirements for certification.
2. You may not take any of the examinations without fulfilling all requirements, including the training program or work experience requirements.
3. Applicants must complete each application in its entirety and all applications shall be typed or neatly printed. Only one application per certification level is permitted.
4. In order to obtain credit for work experience, each job description must be complete and include the signature of your employer. Work experience must be listed in chronological order, starting with the most recent.
5. To receive credit for training, you must list all education received and give evidence in the form of copies of certificates or other appropriate documentation for each specialized course.
6. Applications **must** be received **60 days before** the examination date. The examination will be open book and will consist of multiple-choice questions. You will have a time limit to complete the examination. The examination will be divided into sections corresponding to the areas of knowledge and skills.
7. Each application must be accompanied by the correct fee depending on the exam you wish to take (\$75.00 to \$100.00). All checks and money orders must be made payable to the **Treasurer of Virginia.**
8. Specific information on the examination location site will be forwarded to you upon application approval. The examination will be given at four locations throughout the state twice a year (May and November).

APPENDIX 2

Application for Certification

**Erosion and Sediment Control
Program Administrator, Inspector, Plan Reviewer, and
Combined Administrator**

*Department of Conservation and Recreation
Division of Soil and Water Conservation
203 Governor Street, Suite 206
Richmond, Virginia 23219-2094
(804) 371-7532*

APPLICATION FOR CERTIFICATION

SECTION A

General Information

Date _____

Full Name _____

First Middle Last

Social Security Number or ID # _____

Home Address _____
 Street City State Zip

Name of Business _____

Business Address _____

Fax # _____ Daytime Telephone Number _____

Applying for Certification as: (Check **one**)

" Erosion and Sediment Control Program Administrator fee is \$75.00

" Erosion and Sediment Control Inspector fee is \$75.00

" Erosion and Sediment Control Plan Reviewer fee is \$75.00

" Combined Administrator fee is \$100.00

Do you require special provisions for the disabled? Yes _____ No _____

If so, what provisions _____

SECTION B
Education

List all education for which you are seeking credit. **Copies of training certificates, including Department courses, or other appropriate documentation must be attached for all education (Continuing Education Units (CEU) credit to be awarded).** Applications will be returned if documentation is not provided. Ten hours of Board approved classroom attendance is equal to 1 CEU.

Training Type	Name of Seminar/Course	Location	Dates Attended	CEU Credits
DCR-DSWC Seminars and Courses				
Technical/ Board Approved Training				

SECTION C

Verification of Work

In compliance with the provisions in the Certification Program, I certify that

_____ is employed by _____
(name of applicant) (employer)
as a/an _____ who performs _____ %
(job title)
of his/her duties as an _____
(ESC Program Administrator, Inspector, Plan Reviewer, Combined Administrator)
since _____ and has accumulated
(dates of experience)
_____ hours (880 hours = six months) at that duty.

(supervisor's signature)

(date)

(supervisor's printed name)

(position)

If an employer (supervisor) falsifies any of the above information, the Program Administrator's, Inspector's, Plan Reviewer's, or Combined Administrator's certification (as well as the supervisor's) will be revoked until a hearing can be held. Falsifying information may void the certification.

Note: Only the experience actually performed as an ESC Inspector, Plan Reviewer, or Program Administrator will apply toward certification.

SECTION D
Affidavit

City/County _____

The undersigned being duly sworn deposes and says that he/she is the person who executed this application, that the statements herein contained are true, that he has not suppressed any information that might affect this application, and that he has read and understands this affidavit.

SIGNATURE OF APPLICANT: _____

SIGNATURE OF NOTARY PUBLIC: _____

Subscribed and sworn to before me this _____ day of _____, 20____

My commission expires: _____

SECTION E
Examination Location

The Department of Conservation and Recreation will be assigning each applicant a permanent examination location. Listed below are four (4) locations at which the Department will normally administer the examination.

By filing this form with the Department you will have the opportunity to choose the location to take the examination. If this form is not received along with your application you will be assigned a location to take the exam based on you residence or business address. Notification will be sent out at least thirty (30) days prior to the examination.

The applicant wishes to take the examination in the following location:

☐ Northern Virginia

☐ Tidewater

☐ Central Virginia

☐ Southwest Virginia

For choice of examination please return this form with your application.

DO YOU NEED ANY SPECIAL ASSISTANCE OR CONSIDERATION BECAUSE OF A DISABILITY?

☐ YES

☐ NO

IF YES, ATTACH A REQUEST FOR SPECIAL ASSISTANCE OR CONSIDERATION.

APPENDIX 3

Application for Re-Certification

Erosion and Sediment Control Program Administrator, Inspector, Plan Reviewer, and Combined Administrator

*Department of Conservation and Recreation
Division of Soil and Water Conservation
203 Governor Street, Suite 206
Richmond, Virginia 23219-2094
(804) 371-7532*

APPLICATION FOR RE-CERTIFICATION

SECTION A

General Information

Date _____

Full Name _____

Social Security Number or ID #

Home Address _____
 Street City State Zip

Name of Business

Business Address

Fax #	Daytime Telephone Number
-------	--------------------------

Applying for Re-Certification as: (Check **one**)

Please provide your certificate number

" Erosion and Sediment Control Program Administrator fee is \$75.00

" Erosion and Sediment Control Inspector fee is \$75.00

" Erosion and Sediment Control Plan Reviewer fee is \$75.00

" Combined Administrator fee is \$100.00

SECTION B
Education

List all education for which you are seeking credit. **Copies of training certificates, including Department courses, or other appropriate documentation must be attached for all education (Continuing Education Units (CEU) credit to be awarded).** Applications will be returned if documentation is not provided. Ten hours of Board approved classroom attendance is equal to 1 CEU.

Training Types	Name of Seminar/Course	Location	Dates Attended	CEU Credits
DCR-DSWC Seminars and Courses				
Technical/ Board Approved Training				

SECTION C
Affidavit

City/County _____

The undersigned being duly sworn deposes and says that he/she is the person who executed this application, that the statements herein contained are true, that he has not suppressed any information that might affect this application, and that he has read and understands this affidavit.

SIGNATURE OF APPLICANT: _____

SIGNATURE OF NOTARY PUBLIC: _____

Subscribed and sworn to before me this _____ day of _____, 20____

My commission expires: _____

APPENDIX 4

**SAMPLE EXAMINATION QUESTIONS
PROGRAM ADMINISTRATORS**

- 1. The plan-approving authority may waive or modify any of the E&S regulations which are deemed inappropriate or too restrictive for site conditions, by granting a _____.
 - a. stop work order
 - b. court order
 - c. variance
 - d. hearing

- 2. The state erosion and sediment control law states that the plan-approving authority shall approve or disapprove submitted plans within _____.
 - a. 15 days
 - b. 30 days
 - c. 45 days
 - d. 90 days

- 3. All local erosion and sediment control programs contain three key components. Select the following that is not one of the key components.
 - a. pre-construction conferences
 - b. plan review
 - c. inspection
 - d. enforcement

Applicants may be examined on the following erosion and sedimentation/stormwater topics:

State Law and Regulations	General Principle of Soils and Erosion and Sedimentation
Program Administration	Plan Approval
Stormwater Runoff	

Answers: 1. c 2. c 3. a

APPENDIX 5

**SAMPLE EXAMINATION QUESTIONS
INSPECTORS**

- 1. Soil erosion is usually defined as the _____.
 - a. transportation of soil from one area to another
 - b. movement of soil by water
 - c. wearing away of the land surface by water, wind, ice and gravity
 - d. movement of land masses by man's activities

- 2. The maximum effective life of a straw bale barrier is _____.
 - a. 1 month
 - b. 3 months
 - c. 6 months
 - d. 12 months

- 3. A stop work order remains in effect for ____ or until correcting measures have been installed.
 - a. 7 days
 - b. 10 days
 - c. 15 days
 - d. 30 days

Applicants may be examined on the following erosion and sedimentation/stormwater topics:

Hydraulics	State Law and Regulations	Plan Implementation
Chemistry	Principles of E&S	General Criteria
Hydrology	Stormwater Management	Vegetative Control
Biology	Structural Practices	Soil Mechanics

Answers: 1. c 2. b 3. a

APPENDIX 6**SAMPLE EXAMINATION QUESTIONS
PLAN REVIEWERS**

1. Proposed contour lines on site plans are shown as a ____ line.
 - a. dashed or broken
 - b. solid heavier
 - c. solid light
 - d. irregular
 2. A ____ slope is shown on site plans with parallel contours, each gradually spaced farther apart with the closer contours at the lower elevations.
 - a. concave
 - b. ridge
 - c. valley
 - d. convex
 3. The Virginia Erosion and Sediment Control Law is intended to regulate most construction-related land-disturbing activities exceeding _____ in area.
 - a. 1,000 square feet
 - b. 5,000 square feet
 - c. 10,000 square feet
 - c. 2,500 square feet
 4. The use of ____ is suitable for a live stream.
 - a. check dams
 - b. stormwater conveyance channels
 - c. structural banks
 - d. silt fence stabilization
 5. A hill rises 22 feet in a horizontal distance of 220 feet, the slope of the hill is ____%.
 - a. 10
 - b. 22
 - c. 11
 - d. 8
-

Answers: 1. b 2. d 3. c
 4. c 5. a